

# Weddings at the Plymouth Creek Center



Kelsey Jane Photography

Dear Wedding Couple:

Thank you for your interest in Plymouth Creek Center for your big day. This is an exciting time and we look forward to showing you our wonderful facilities and how we can work together to create a special experience for you, your family and friends.

Whether you are looking for a small, informal ceremony in the beautiful Millennium Garden or a large gathering in the ballroom, we can make your vision a reality. The ballroom features large windows on the north and west sides which give a spectacular view of the Millennium Garden, and natural area of the Plymouth Creek Park Reserve. It comes complete with tables and chairs for up to 350 people. A wooden dance floor, stage and video system complete the package of what you will want to enhance your day and wow your guests.

The Millennium Garden is a popular venue for wedding ceremonies due to its natural beauty and peaceful presence. Your guests will be in awe of this "natural oasis" in the middle of the city. The garden is available May through September and beautiful blooming plants and flowers vary with each visit. Only couples that are married in the garden are invited to purchase aisle bricks to share their special day with generations to come. The garden can accommodate up to 300 people in audience style seating. A sound system is included so guests can hear your vows, background music or musicians.

Enclosed you will find all the information you need to get started on your wedding journey. Please call us today to discuss the details and let us answer any questions you may have. We are extremely proud of Plymouth Creek Center and Millennium Garden and we are confident it will be a beautiful backdrop to your wedding.

Sincerely,

*Angie Dehn*

Plymouth Creek Center Rental Coordinator

**Plymouth Creek Center**  
14800 34th Avenue, Plymouth, Minnesota, 55447  
763-509-5280 [plymouthmn.gov](http://plymouthmn.gov)







Bellagalla Photography

Imagine the scent of blooming flowers.

Relax to the sound of water bubbling from the nearby fountains.

Take a peaceful stroll down the brick walkway.

Enjoy the greenery accentuated by the vibrant color of blossoms.

Find a spot to relax, reflect and be refreshed.

The perfect gathering place to host your next special occasions or celebration.

## The Millennium Garden

located next to the Plymouth Creek Center (PCC), was developed to mark the beginning of the new millennium. The garden has flowers, ponds, waterfalls, a brick walkway, labyrinth, fountains and open green space all available for public enjoyment. The garden is available from May 1-September 30, weather permitting. The garden is a natural area. Due to the changes in weather conditions, flowers/ foliage will look different from month to month, year to year. Although we cannot guarantee what will be blooming, we will do our best to make the garden beautiful.

## Daily Rental Information

This facility is a popular site for weddings, family celebrations, corporate picnics, etc. Garden rental includes the use of a sound system with a microphone. Electrical outlets are available throughout the garden. Rental price does not include chairs, tables or tents. All amenities and photo shoots for the event must be delivered, set-up, and taken down within the rental time. There is room for up to 300 chairs arranged audience style.

## Rental Rates:

	Friday	Saturday	Sunday
Resident	\$310	\$365	\$300
Corporate	\$365	\$420	\$355
Non-resident	\$430	\$485	\$420

- MN Sales Tax applies to all fees
- Non-refundable rental fee is due at the time of application.
- Chairs must be rented through American Affairs.
- Deposit: A \$500 damage deposit is due 30 days prior to the event.

## Rental Times:

A four hour time block within the hours of 8am - 9pm. Depending on rental timing there can be up to three rentals a day.

## Resident Requirements:

Resident fees and priority apply to anyone who lives in Plymouth at the time the event is held. Residents may host events for their children, grandchildren, parents or grandparents.

## Priority:

Residents and Plymouth groups/ corporations may reserve the garden up to 18 months in advance, non-residents up to 15 months in advance.

## Reservations:

Tentative garden reservations can be held for up to one week. After that time, the application and non-refundable deposit fee are due. Rental of the garden guarantees exclusive use of the main seating area and pergola (altar) for your event. There may be other people walking on nearby trails.

## Wedding Rehearsals:

For wedding ceremonies, you are entitled to a free one-hour rehearsal on the Wednesday or Thursday prior to your wedding. Your rehearsal does not include indoor space. Rehearsal dinners in the garden will require normal rental fees.

## Smoking/Tobacco/ e-Cigarettes Policy:

Plymouth Creek Center and grounds have been designated a tobacco free area. This includes buildings, gardens, grounds and parking lots. Smoking is only permitted in personal vehicles.

## Cancellation Policy:

A written notice is required to cancel. The garden rental fee is non-refundable.

## Plymouth Creek Center

14800 34th Avenue, Plymouth, Minnesota, 55447  
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### Food & Beverage:

All food or beverage to accompany a garden event must be supplied by one of our exclusive caterers. Wine and champagne are permitted in the Garden. No other alcohol is allowed. A Plymouth police officer must be present for all alcohol service. The officer will be arranged by PCC staff at a rate of \$60/hr with a 3 hour minimum.

### Decorating Policies:

PCC staff must approve any decorating plans in advance. Due to environmental concerns, we do not allow throwing of fake flowers, rice, seeds, confetti or like material, or the releasing of balloons. We do not allow affixing of decorations with tape or similar adhesives. All decorations and flower petals must be set up and removed within the four hour rental time.

### Weather Policy:

PCC staff reserves the right to cancel a ceremony if we have severe weather warnings, lightning or if we feel it may cause damage to PCC property. Otherwise, the decision to cancel is up to the renter.

- If you are having your reception in the ballroom at PCC, and severe weather forces you to cancel your garden ceremony, you can move it inside, beginning at room rental time. Changes in room layout are the responsibility of the renter. Guests may use table seating for ceremony in Plymouth Room.
- If you have only rented the garden for your ceremony there is no indoor back-up unless rented prior to the event.

### Dressing Room & Bathrooms:

We provide one small dressing room for the bride for free for the four hour garden rental time period.

The Alcove can be rented as an alternative for a larger space for wedding parties. See Rental Rates sheet for fees.

### Chairs, Canopies & Tents:

Chairs must be provided by American Affairs and additional fees apply. Tents and canopies must use weighted poles and be erected in the designated area. Pounding of stakes into the ground is prohibited due to the many underground electrical wires and irrigation lines. A tent permit must be obtained through the City.

### Photography:

Garden renters must limit photo shoots to their rental time.

Professional photoshoots wishing to use garden space unrelated to a rental may do so at an annual fee of \$75 plus tax. Arrangements must be made in advance with PCC staff.

### Parking:

Guest parking is available in our main PCC lot, on the north side of 34th Avenue, or in the Plymouth Creek Playfield parking lot. A service drive is available adjacent to the garden for supply drop-off.

# Application & Rental Agreement

This application must be filled out completely by an adult 21 years of age or older (contact person). All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits must accompany this form prior to the application being approved.

Date of Event \_\_\_\_\_ Date of Application \_\_\_\_\_

## Renter Information (Please Print Clearly):

Name of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_

### Event Information:

Estimated Attendance \_\_\_\_\_  
 Bride's Full Name \_\_\_\_\_ Groom's Full Name \_\_\_\_\_  
 Room Rental Hours Start \_\_\_\_\_ am / pm End \_\_\_\_\_ am / pm

### Rooms Requested For Use:

<input type="checkbox"/> Full Plymouth Room	<input type="checkbox"/> Black Box Theater
<input type="checkbox"/> 1/2 Plymouth Room	<input type="checkbox"/> Meeting Room 1
<input type="checkbox"/> A	<input type="checkbox"/> Meeting Room 2
<input type="checkbox"/> B/C (w/stage)	<input type="checkbox"/> Meeting Room 3
<input type="checkbox"/> 1/4 Plymouth Room	<input type="checkbox"/> Fireside Room
<input type="checkbox"/> B (w/stage)	<input type="checkbox"/> Conference Room 1
<input type="checkbox"/> C	<input type="checkbox"/> Conference Room 2

**Millennium Garden**

Start \_\_\_\_\_ am/pm

End \_\_\_\_\_ am/pm

**The Alcove**

Start \_\_\_\_\_ am/pm End \_\_\_\_\_ am/pm

Catering and Beverages: (outside food and beverages are not permitted in the PCC or Garden)

Will food be served at this event? Yes \_\_\_\_\_ No \_\_\_\_\_ (Must use PCC exclusive food and beverage provider)

Will alcoholic beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_ (Must use PCC exclusive food and beverage provider)

Upon application approval, the City of Plymouth shall make available to the holder of the permit the Plymouth Creek Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control, and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Creek Center, including cancellations procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy For Use of the Plymouth Creek Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City for any damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Visa/MasterCard/Discover/American Express # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp Date \_\_\_\_\_ / \_\_\_\_\_

Name on Card \_\_\_\_\_

(PCC accepts cash, checks or credit cards.  
 Please make checks payable to the Plymouth Creek Center)

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Plymouth Creek Center  
*Wedding Reception Rates*

Plymouth Resident		
Friday 10am - Midnight	Saturday, Holidays 10am - Midnight	Sunday 10am - 10pm
\$800	\$1,015	\$585

Non-Resident		
Friday 10am - Midnight	Saturday, Holidays 10am - Midnight	Sunday 10am - 10pm
\$1,105	\$1,330	\$885

MN Sales Tax applies to all fees.

**FEE INCLUDES:**

Rental of room, set up and takedown of tables and chairs, a.v. equipment.

**SECURITY** - For events with alcohol, we require a Plymouth Police Officer on site.  
 The fee is \$60 per hour. Please refer to "Rental Policies"

**DAMAGE DEPOSIT:** A \$500 refundable damage deposit is due thirty days prior to rental



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# Additional Room Rental Fees

	PLYMOUTH RESIDENT	NON-RESIDENT
<b>THE ALCOVE</b>		
Per hour rate (with 2 hour min.):	\$50	\$75
10 hour rental time:	\$400	\$500



	PLYMOUTH RESIDENT	NON-RESIDENT
<b>BLACK BOX THEATER</b>		
Per hour rate (with 2 hour min.):	\$75	\$100
<b>FIRESIDE ROOM</b>		
Per hour rate (with 2 hour min.):	\$50	\$75
<b>MEETING ROOMS &amp; CONFERENCE ROOMS</b>		
Per hour rate (with 2 hour min.)	\$30	\$50







### A'BriTin Catering

612-339-0222

[info@abritincatering.com](mailto:info@abritincatering.com)

[www.abritincatering.com](http://www.abritincatering.com)

### The Lookout Catering

Contact: Brenda Kinnan

763-424-4365 x4

[brenda@lookoutcatering.com](mailto:brenda@lookoutcatering.com)

[www.lookoutcatering.com](http://www.lookoutcatering.com)

### Medina Entertainment Center

Medina Catering

763-478-6661

[catering@medinaentertainment.com](mailto:catering@medinaentertainment.com)

[www.medinaentertainment.com](http://www.medinaentertainment.com)

### Plymouth Creek Center

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All of us at the Plymouth Creek Center are prepared to do whatever it takes to make your event a success. To aid in this, we ask that your contact person carefully read this material, share the information with your group, and abide by it. If you have any questions or concerns, feel free to contact us.

By signing our rental application form, the customer agrees to adhere to these rules & policies:

## Rental Procedures

**1.** Resident fees apply to anyone who lives in Plymouth at the time the event is held. Residents may host events for their children, grandchildren, parents or grandparents. Events held for siblings, cousins, nieces, nephews, uncles, aunts or other more distant relatives who reside outside of Plymouth would incur non-resident fees and priority.

- Fees for corporate or church events are based on the location of the company or church (not individual employees or members).
- In order to qualify for the resident rates for civic groups, at least 50% of the members must live in Plymouth.
- Groups claiming non-profit status will be required to submit a MN tax exempt form ST-3 or ST-17.

**2. Monday-Wednesday:** Plymouth residents and non-residents may reserve the Plymouth Room or Black Box Theater up to two months in advance of the event.

**Thursday-Sunday:** Plymouth residents may reserve the Full Plymouth Room or Black Box Theater up to 18 months in advance of the event. Non-residents may reserve up to 15 months.

**3. Sunday – Saturday:** Fireside Room, Meeting & Conference Rooms and parts of the Plymouth Room can be reserved up to two months in advance. Full rental and deposit are due at the time of reservation.

**4.** Tentative Plymouth Room reservations will be held up to one week until a non-refundable deposit equal to 50% of the base rental cost is received. The balance of rental and damage deposit (\$500) is due no later than thirty (30) days prior to the event date. Pending a post event facility review by PCC staff, the deposit will be refunded within fourteen days of the event, or applied to any balance.

## 5. Cancellation Policy:

- Full Plymouth Room reservation deposits and room rentals are non-refundable. A written notice is required to cancel.
- Fireside Room, Meeting & Conference Rooms, Black Box and parts of the Plymouth Room fees are refundable if cancellation is received fourteen (14) days or more prior to the date of the event.

**6.** Non-Profit Plymouth Civic Groups: One board meeting per month to be held in Conference Room 1 or 2 for up to two hours at \$10 per hour, Monday – Thursday before 9 p.m., is permitted. Additional hours may be rented at the Plymouth resident rate.

**7.** The renter may not sublet the facility, nor may the application be transferred or reassigned.

**8.** The kitchen is off limits to anyone other than the exclusive caterers and PCC employees.

## General Rules

**1.** You may only use the room space that has been identified and approved on your contract.

**2.** Arrange activities to conclude at the closing time stated on the application. Additional charges will be assessed for time beyond your scheduled contract.

**3.** Plymouth Creek Center is a tobacco/e-cigarettes/smoke-free building and grounds. Smoking is NOT permitted anywhere on the premises.

**4.** Permit holders may not charge admission to their event or sell merchandise unless approved by the PCC manager.

**5.** All persons attending an event on PCC property shall abide by the policies of the Plymouth Creek Center. At their discretion, PCC staff, their authorized representative or a peace officer may:

- a. Order the removal of any offender.
- b. Order immediate removal of all alcoholic beverages from premises.
- c. Revoke the permit immediately and order all persons from the premises.

**6.** Youth parties must be chaperoned at a ratio of 1 adult to 10 children. A list of designated chaperones must be submitted to the PCC, fourteen (14) days prior to the event. PCC reserves the right to assign additional staff or officers at the renter's expense when the size of the group and type of activity warrants it.

**7.** Violation of these rules may result in the loss of deposit (including additional charges for damages not covered by deposit) and denial of future use of Plymouth Creek Center.

**8.** Under certain conditions, PCC staff may be forced to cancel a lease agreement prior to the event. Possible reasons for cancellation include, but are not limited to: a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. In such an event, the renter agrees that the City of Plymouth shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The City will attempt to notify the renter as soon as possible if such cancellation occurs. All fees paid to the City by the renter shall be refunded to the renter if the reservation is canceled by PCC for any of the above reasons.

## Food and Beverage

To ensure high quality and consistent service, the City of Plymouth has contracted exclusive caterers as the food and beverage providers for events at the Plymouth Creek Center.

- Under no circumstances will the renter or anyone in their party be allowed to bring any food or beverages into the PCC.
- Wedding cakes are allowed to be brought in from a licensed baker.
- Any edible guest favors must be individually wrapped and preapproved by the PCC staff.

## Events with Alcohol

1. Plymouth Creek Center staff will arrange with the Plymouth Police Department for security when alcohol is served during an event.
2. You must have an officer on duty from the time the bar opens until fifteen minutes past rental end time (minimum of three hours). Refer to rate sheet for pricing.
3. All alcoholic beverages must be served by the catering company from the bar. No bottles of alcoholic beverages can be left on guest/head tables.
4. Final service of alcoholic beverages shall be thirty (30) minutes before the end of the rental. Last call should be announced fifteen (15) minutes prior to bar closing. Consumption of alcoholic beverages must cease at the conclusion of the rental.

## Set- Up/Decoration

**1. Full Plymouth Room:** Rental fee includes initial room set-up (tables & chairs), use of PA system (1 cordless microphone), and LCD projector and screen.

- Any room set-up changes that need to be made during the event (i.e. chairs/tables removed from dance floor) will be charged accordingly with a \$50 minimum.
  - Weekends: Everything should be out of the building 30 minutes after the event.
2. All decorating is to be done by the renter or their designee.
  3. Affixing or draping anything from the walls, floor or ceilings is not permitted.
  4. Decorating in public areas (bathrooms, entrance, lobby, etc.) is not permitted unless prior approval is received from PCC staff.
  5. Candles used for decoration must have flames contained (i.e. votive, hurricane candle, etc). Open pillars and candlesticks are not permitted.
  6. Balloons are allowed as long as they are fastened down. Any balloon removal from ceiling will be charged to damage deposit.
  7. Confetti, glitter, bird seed, rice or other like items are strictly prohibited.

## Music/Audio/Entertainers

1. Sound levels for bands and audio equipment will be controlled and maintained by management, at a level appropriate for the room size.
2. All music will cease at least fifteen (15) minutes prior to end of scheduled rental time.
3. Entertainers are required to leave the building 30 minutes past rental end time to avoid additional rental time being charged against the room deposit.

## Liability/Insurance

1. The person reserving the room is responsible for the appropriate conduct of all the group members and guests, and for any loss, breakage, or damage to the rooms, equipment or other PCC property. The renter shall assume full responsibility for any damages not covered by the event deposit.
2. The City of Plymouth is not liable for any loss, damage, injury, or illness by the users of the facilities in the PCC. Neither the City of Plymouth nor its employees can be held responsible for any items that are left at the facility by the renter or contracted service provider. The renter using the facilities, equipment, and other items owned by the City further assumes all liability for any personal injuries, including death, caused by participants at the scheduled event.

## Parking

All parking at the Plymouth Creek Center is free. The parking lot has 300 spaces. Spaces directly in front of the building are reserved for handicap parking. Parking is allowed on 34th Avenue.



# Plymouth Creek Center Map & Directions

## From 494 & Hwy 55:

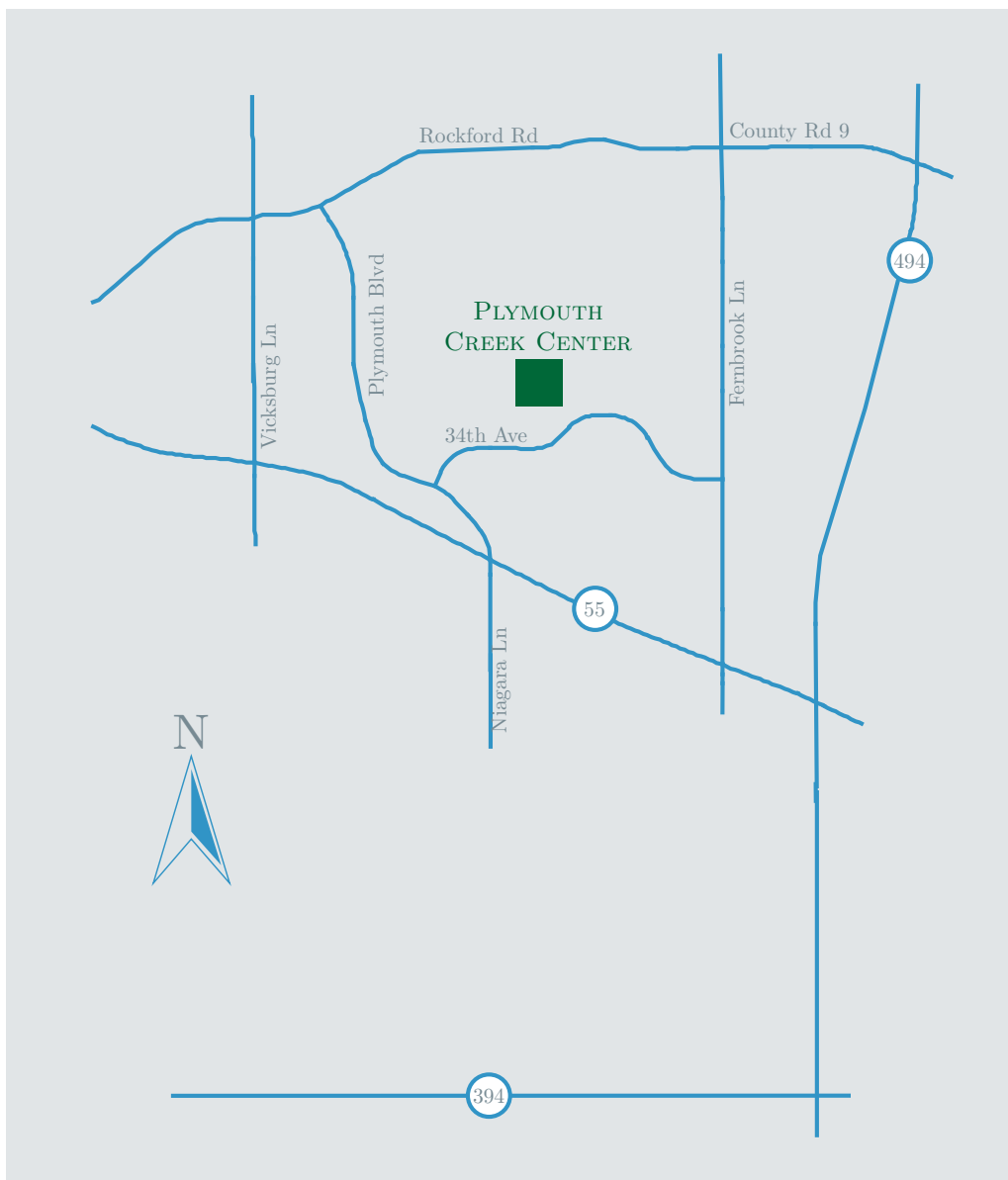
Take Hwy. 55 west to the stoplight at Fernbrook Lane N. Turn right onto Fernbrook Lane. Go to the 2nd stop sign at 34th Ave. Turn left onto 34th Ave. N. Follow the road around the curve and you will see Plymouth Creek Center on the right side (after the apartment houses).

## From 494 & Rockford Road:

Take Rockford Road west to the stoplight at Fernbrook Lane N. Turn left onto Fernbrook Lane. Go to the 1st stop sign. Turn right onto 34th Ave. N. Follow the road around and you will see Plymouth Creek Center on the right side (after the apartment houses).

## From Highway 55 West (coming into Plymouth):

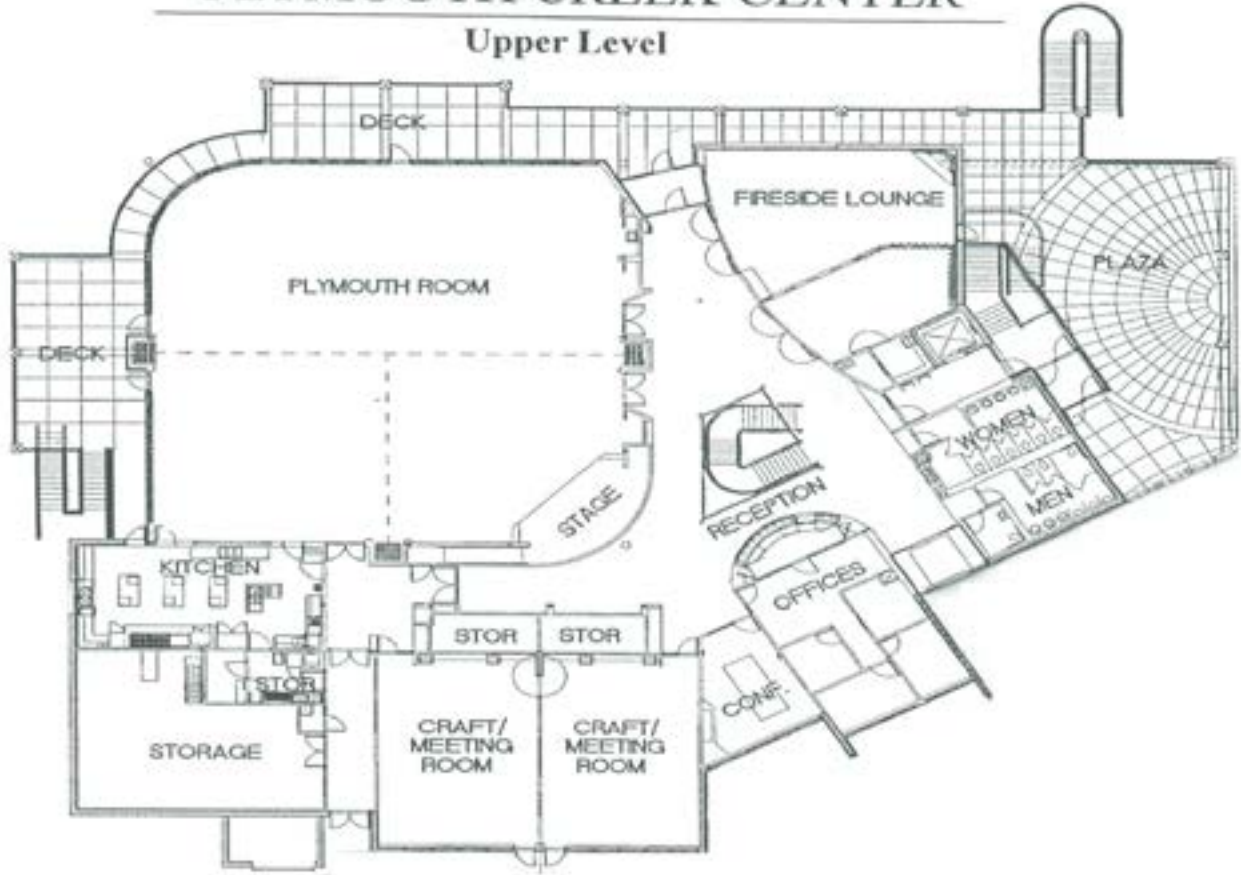
Take Hwy 55 to the stoplight at Plymouth Blvd. (after Cub on Vicksburg Lane). Turn left onto Plymouth Blvd. Go to the 1st stop sign (at the Plymouth Post Office and Plymouth City Hall). Turn right onto 34th Ave. N. Follow the road around and you will see Plymouth Creek Center on the left side.



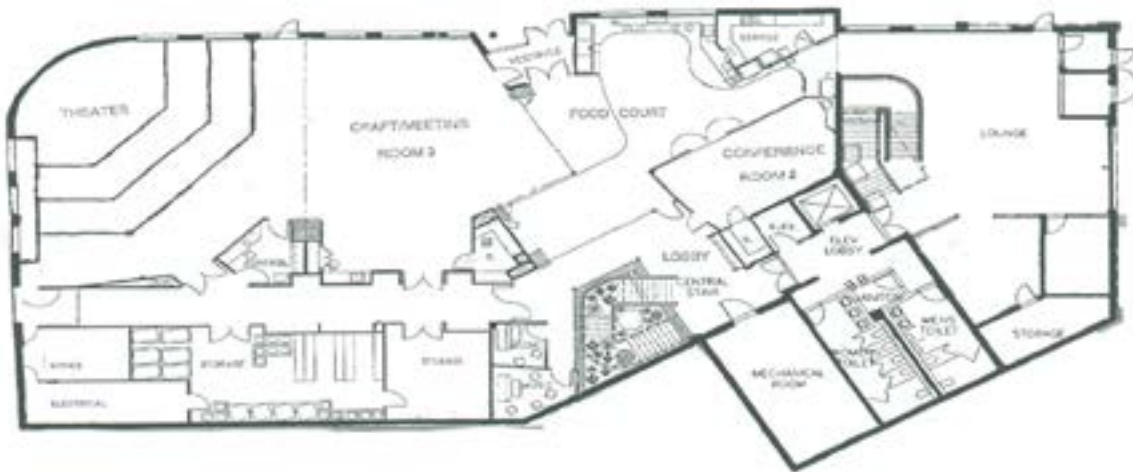
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# PLYMOUTH CREEK CENTER

## Upper Level



## Lower Level



## Plymouth Creek Center

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Plymouth Creek Center  
*Seating Arrangement*

Typical room set up. Your event may require more or less tables. Each event is set up according to your individual needs.

